

# EMPLOYEE DEVELOPMENT OPPORTUNITY



Retirement Administration Agency

ISSUE DATE: APRIL 11, 2003

Phone: 703-279-8200; Fax: 703-273-3185

## Planning for Retirement Part of Your Complete Career Development Plan

Preparing to retire takes time; in fact retirement planning should be undertaken years before you actually retire as a part of your complete career development effort. Your ability to enjoy your retirement years is part and parcel of your success in your current and future positions with the County. This 12-hour workshop emphasizes the need for retirement planning and focuses on important issues and guidelines relevant to second careers, changes in lifestyles and financial circumstances. Participants will set goals, investigate alternatives, and develop a flexible retirement plan that will compliment and support your career goals with Fairfax County.

### Workshop Objectives:

- Clarify County benefits (health, dental, life & deferred compensation) and procedures related to retirement;
- Identify common misconceptions and potential mistakes often made regarding retirement;
- Evaluate personal finances, including Social Security and County pension, and to forecast future needs; and
- Develop an individual pre-retirement plan including long-term care, wills and estate planning.



*\*\*November session will not include a presentation on Social Security and Long Term Care.*

Dates & Times	Location
May 8, 15, & 22, 2003 (9:00 a.m. to 1 p.m.)	CLASS IS FULL
Sept 9 (12:30 to 4 p.m.) and 16 (9 a.m. to 4 p.m.)	Conference Center, Govt. Center
November* (one full day session**)	Board Auditorium *date to be determined

**WHO SHOULD ATTEND:** Open to all members of a Fairfax County retirement system who are within TEN years of being eligible for retirement. Employee's spouses or significant others are invited to attend with employee. Please notify Retirement Agency in advance.

**INSTRUCTORS:** Retirement Agency Information Officer, Human Resources Representative, Social Security Administration, a Certified Financial Planner, and a wills and estates attorney.

**HOW TO APPLY:** Submit a Training Nomination Form (located at <http://infoweb/hr/training/registrationinformation.htm> or <http://www.fairfaxcounty.gov/retbrd/>.) When completed, please send to: Retirement Administration Agency via inter-office mail to 10680 Main St. Suite 280, Fairfax, VA 22030 or fax to 703-273-3185. Include your retirement eligibility date on your nomination form. Confirmations will be done by e-mail. If you do not have e-mail please provide the e-mail address of your supervisor or agency training coordinator **AND** include your complete inter-office mailing address and fax number so we can confirm your participation.



We are committed to nondiscrimination in all programs, services, and activities. Please request any reasonable accommodations by calling 703-279-8200, or TTY 7-1-1 (Virginia Relay). Please allow seven working days in advance of the training date in order to make the necessary arrangements.